



Method Statement

This form is to be completed alongside a risk assessment. Staff and students should have all applicable method statements available to them for sign off.

Department:	Digital Film (Faculty Art and Design)
Accompanying Risk Assessment(s)	Use of film lab
MS written by:	Kylie Boon
Approved by:	
Date	16/11/16
Brief Nature of Activity:	Safe use of film lab, and equipment. (All staff or students using this space will have induction training on safety before they can use/book the space and operate the equipment in this area).
Who will be undertaking this activity (circle all that are appropriate):	Staff / Students
Will there be appropriate supervision?	N/A
Outline the controls and safe working practices that should be followed: Continue on a separate sheet if necessary	Further information regarding individual items of equipment and their usage guidelines can be found on the dedicated method statements. 1. Lights • All lights must be supported by the dedicated stands. • All lights must be powered by the correct cables, which appear alongside the unit. • Stand legs must be spread over a large surface area, reducing the likelihood of the stand falling over. • Power leads must be placed where they cannot be tripped over or secured by gaffer tape to prevent tripping hazards. All tape must be removed when the session has finished. • Cables must not be twisted, or appear to have any strain or pulling from the light or mains. • Adequate lighting must be switched on when setting up and dismantling. • Individuals in the area must be made aware of increased trip hazards and importance of good housekeeping in reduced lighting situations, for example when filming is taking place. • In the event of any physical damage to the unit or electrical odours, turn the unit off on the mains wall switch and report to a member of staff. • Do not place lights against or in close proximity to flammable objects such as fabrics etc.

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	• Turn off lights when not in use, do not leave lights switched on when unattended. • Further details available on cool lights and hot lights risk assessments and method statement's • When using hot lights ensure that they are not placed in close proximity to the cyclorama, fabric backdrops or flammable objects. • Ensure all hot lights have the metal scrim protector in place when in use or a protective front. 2. Wind up stands/c stands • The wind up stands are on lockable caster wheels; make sure these are locked when lights are static. Do not use hands to lock these wheels kick the lock with the ball of your foot. Adequate footwear is required to do this. • When moving lights and stands environmental considerations need to be taken into account, adequate lighting, slip or trip hazards. • Maintain good handling techniques when moving or adjusting angle of lights/barn doors make sure stands are secure e.g. wheels locked and stands locked. • Make sure all the extensions of the stand are locked and the light is secured before moving. • Don't remove the lights from the wind up stands they should remain fixed permanently. • Secure smaller c stands with sand bags if needed. • When moving all stands make sure stands are not fully extended. 3. Portable backdrop • Make sure the fastening fixtures are secured on top of the stands so that the arm is locked in place. • Attach fabric backdrop and locking fixtures with the stands at the lowest height. • Make sure to tighten the extension of the stands when raising or lowering the backdrop. • Further details available on portable backdrop risk assessment and method statement. 4. Curtain system • Use the dedicated poles to lock/unlock the curtain rail system, and to move the curtains. • Do not put all three sections of curtain on one rail, distribute the weight evenly over the rails. 5. Dolly • See dedicated method statement and risk
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	assessment for in-depth detail. • ADD OVERVIEW??? 6. Studio accessories • Due care and attention must be taken when using large light shaping equipment. • Keep walkways clear and use two people to position large diffusers/flags. • When moving make sure stands are not fully extended. 7. Bags and props • Keep walkways clear. • Do not leave any props, wood or painting materials in this space when finished. 8. Cyclorama • Do not walk or put any weight on the curved sections. • Do not use standard gaffer tape on this surface to secure trip hazards such as cables or place markers. Use masking tape or the specialist lightweight tape available in the lab. • Do not bring larger lights, stands or lighting tools into this area. Use the lightweight black stands and small lights in this area. 9. End of session • All lights to be turned off on the unit, on the wall mains switch, and unplugged. • Any gaffer tape used should be removed and the equipment safely stored. • Small stands should be taken down and stored, larger wind up stands should be lowered to lowest position and extensions secured. • All lighting accessories used to be stored safely or placed back in original positions. • All rubbish to be put in bin. • All personal items, props, set building materials and decorating materials to be removed. • Any wood, paint or hazardous materials in this are must be disposed of in accordance with the university regulations. 10. Studio checks • After a student has used the lab a member of staff should check the equipment has been turned off and the room locked. • The room must be returned to its original
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	condition after each session. This includes putting equipment back in its original location and the space free from props, rubbish and any set building materials. • Weekly equipment tests by a technician. • Lab electrical equipment to have annual PAT test. 11. Members of the public/actors • If members of the public are entering this area, for auditions or casting sessions they must be signed in on the reception desk. • A lecturer within the film team must authorise this visit and be aware of the details beforehand. • If children are on the premises they must be accompanied by a parent or guardian at all times. 12. Other • No drinking or eating in this area. • Adequate footwear must be worn at all times in this area. • If extension cables are being used in this area do not exceed the maximum load, do not plug an extension cable into an extension cable. If the extension is in the form of drum the entire cable must be unwound fully from the drum. • Any leads or cables in this area must not present a tripping hazard, secure with gaffer tape if needed. Make sure cables are not twisted or knotted, and there is no strain on cables. • If personal electrical items are being used in this area such as tools or lights they must be PAT tested beforehand. • Only trained personnel who have undergone ladder training are permitted to use a ladder in this area. Or use under the supervision of a competent person (technical staff member). • If using hot lights or equipment from stores that needs mains power in this area make sure all procedures are followed further details can be found on the hot lights method statement and risk assessment. • If set building is taking place in this area see set building method statement for further details on correct procedures. • No candles, aerosols or anything similar to be used in this area.
Is a safety induction required?	Yes
Has a safety induction been carried out?	N/A

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Date of Induction	Prior to lab use and on-going for new students and staff.
Is the register of names for this MS attached?	N/A
Any questions please contact the H&S Department.	

Signed by (person completing this form):

Job title:

Approved by:

Job title:

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Those participating in the activity read the attached method statement. Could you please confirm your understanding of what is expected of you, to carry out the activity safely, below:

Any queries / questions please ask, only sign this register if you are confident about the attached safety procedures on the Method Statement.

First Name	Surname	Signature	Role / Student	I understood the content of the method statement?